

**Catholic Central High School  
2015-2016 Handbook  
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www.ccirish.org**

## **MISSION**

*Catholic Central School is a pre-K - 12 Archdiocesan regional school committed to changing people's lives by providing a Catholic education foundation that allows students to succeed.*

*We serve God by educating students of any family that supports our values. We are guided by our values and the ability to establish and maintain an advanced teaching and learning environment that attracts a committed faculty able to carry out this mission.*

## **STATEMENTS OF BELIEFS**

- *We believe the purpose of Catholic education is to offer high-quality educational opportunities and instill Christian values in a community that is caring and supportive.*
- *We believe all our students will be challenged to achieve and develop their diverse gifts through a strong curriculum that prepares students for future success and life-long learning.*
- *We believe our instruction will engage students in higher order thinking and promote active participation to build the skills necessary for success in life.*
- *We believe for continuous improvement to be successful, leadership will be a shared responsibility of all stakeholders guided by a common mission.*
- *We believe our ultimate goal is to be Christ-like, serving those around us. Faith formation is of utmost importance and a shared responsibility of the family, Church, and school.*



Outlined in this Student/Parent Handbook are educational policies (curricular, co-curricular, extra-curricular), financial aid, and expectations for other school administered programs. A form signed by a student and his/her parent (or guardian) indicates that this Student/Parent Handbook has been read and agreed to be followed as the policy /expectation guidelines are outlined. Each student admitted to Catholic Central High School must have a signed Student/Parent Handbook form on file in the school office.

## **ADMISSIONS**

Catholic Central High School admits students of any sex, race, color, national or ethnic origin and students with disabilities, if with reasonable accommodation, they can meet Catholic Central High School's program requirements. Admission is not based solely on ability or achievement. However, all Catholic Central students are held to the expectation of fulfilling one's individual talents. Catholic Central Schools admit students, who exhibit the desire to lead a spiritual lifestyle, willingly extend service to others, and strive toward academic excellence.

### **Admission Order**

Students are admitted to CCHS according to the following priority:

- Those enrolled in the previous school year
- Those attending Catholic Central Elementary School
- Siblings of those attending Catholic High School
- New student whose parents meet the eligibility requirements of an affiliated parish
- Non-parishioners are accepted as space allows.

### **Admission Decisions**

Students are admitted based on academic potential for success. We consider

- Standardized test scores
- Past academic performance
- Interview with the principal or other administrator Gr. 10 & 11)
- Social and behavioral history
- Desire to abide by our values

### **Admission Documentation Requirements**

Before admission students must submit the following:

- Birth certificate (raised seal evident)
- Certificate of Baptism (if applicable)
- Last report card
- Health and immunization record. Results of achievement tests
- Release form for transfer of records
- Custody papers (if applicable)

### **Admission of Special Needs Students**

As stated above, in accordance with civil law, Catholic Central High School does not discriminate against students with disabilities if with reasonable accommodations, they can meet our program requirements.

### **Admission Probationary Status**

Students new to Catholic Central are automatically on probation for the first year. If the administration, after consulting with the teachers and/or school other professionals, finds that enrollment at CCHS is not in the best interest of the student and/or the school, the student will be asked to withdraw. The period of probation may be extended. Yearly application for readmission

of a student may be denied if the student displays consistent unacceptable behavior that is deemed detrimental to the class/school or if there is a learning difficulty that requires special and/or psychological services not available in the normal classroom situation and which cannot be provided by reasonable accommodations. The assistant principal will consult with parents, but the final decision of acceptance or continuance is the responsibility of the principal who will consider the needs of the student, and how the program can meet those needs.

### **TUITION, FEES & TUITION COLLECTION POLICY**

The majority of the costs of operating Catholic Central High School come from tuition payments. Like any business, the school depends on prompt payment of tuition in order to continue providing services to the students. The following regulations are enacted in order to insure that that payment of tuition and fees due the school are handled in a smooth and efficient fashion. In those instances when difficulties arise, please contact the school before a crisis develops. Every effort will be made to develop a mutually acceptable solution.

The cost of tuition for high school students is \$7000 for parishioners and \$7,800 for non-parishioners. *In order to receive the parishioner tuition rate, parents and students must show that they are practicing Catholics registered in one of the feeder parishes, as verified by the Pastor.*

1. The school year begins in late August and ends in early June. Tuition includes fees for tests (PLAN and PSAT), retreats, and Bible.
2. Parents must submit a Tuition Preference Form along with a non-refundable \$110 registration fee (\$135 after March 1) for high school students and a non-refundable \$60 registration fee (\$85 after March 1) for junior high students to be registered. This form is a contract between the school and the parents. Payments can be made in one of the following ways: full payment, 60/40 split payments, and monthly payments through FACTS. If paying monthly, the tuition is split into 11 equal payments beginning in July and ending in May. Payment is due by the 5<sup>th</sup> or 20<sup>th</sup> of the month. A late charge of \$35 per month is added to all tuition, fees, and payments not made by the due date. A \$30 charge will be assessed for any check or debit that is returned for insufficient funds. If the July tuition payment is not made prior to the start of school or other arrangements made and approved by the Finance Office, we regret that students will not be permitted to attend classes on the first day of school.
  - In all cases, registration of students is not considered complete without the signed Tuition Preference Form. Should this form not be on file with the Business Office by the first day of classes, the student will not be allowed to attend classes until such time as the form is on file.
  - New Students enrolling after August 1 must pay a \$135 non-refundable registration fee for high school students, complete the Tuition Preference Form and make the first tuition payment (according to the chosen plan) before the student will be issued a schedule.
3. Tuition assistance is available each year. Parents may apply for tuition assistance. For tuition assistance consideration parents must complete a FACTS application and a high school work-study application by the stipulated deadlines. The Scholarship Committee reviews the data and makes awards based on the availability of tuition assistance funds. Parents are notified as soon as possible of the assistance they will receive based upon the availability of funds, and ranking of need based on the FACTS result. Not all applicants receive assistance.
4. Multiple Child Allowance (PreK-12) is a reduction in tuition for families at CCHS. The reductions are \$150 2<sup>nd</sup> child; \$300 3<sup>rd</sup> child; \$550 4<sup>th</sup> child; \$850 5<sup>th</sup> child.
5. Other Discount Opportunities include Bring a Buddy: Earn a tuition discount for influencing

another student to attend CCHS or for a K-8 student. Call the Business Office for details. If your family lives outside the county bus service, a \$250 Geographic Travel Discount is available. Call the Business Office for applications.

6. Parents and guardians whose tuition accounts are in arrears may cause their children to be subjected to certain penalties, including but not limited to the following: forfeiture of participation in extracurricular activities (including sports), denial of participation in optional field trips, withholding of report cards, withholding of diplomas and transcripts, and denial of testing. If all attempts at reasonable resolution fail, parents can be required to withdraw their children.
7. Failure to make timely payments (or to contact the Business Office to arrange for a meeting) will be deemed as a refusal to cooperate and will subject the student to sanctions up to and including dismissal. In those instances where changes must be made to the choice of payment plan, the first instance of non-compliance with the new terms will subject the student and the account to penalties outlined above, without further need on the part of the school of meetings or notifications. A fee of \$35 is charged for late tuition payments.
8. Students dismissed because of parent's nonpayment of tuition may be re-enrolled. All accounts must be brought up to date prior to acceptance of the re-registration. In such cases, parents will sign a new payment plan detailing payment schedule and amount of payments.
9. Seniors are charged a \$150 fee to cover the cost of the graduation ceremony, diplomas and caps and gowns, etc.
10. **All senior tuition and fees must be paid by May 13**; otherwise, students will not be permitted to take final exams. Any payments submitted after cash or money order must be made by May 13. Diplomas will not be issued and transcripts will not be mailed until all obligations are met.
11. **All underclassmen tuition and fees must be paid by May 20** or students may not be permitted to take final exams. Report cards and transcripts will be withheld. A student may not be allowed to begin the next school year until all obligations are met.
12. **In case of withdrawal or transfer**, transcripts will be withheld until all financial obligations are paid-in-full.
13. When students withdraw, tuition paid ahead will be refunded on a pro-rated basis after all outstanding fees are deducted, plus a \$150 withdrawal fee.
14. Each family is responsible to pay \$80 for the Student Activity Fund. Students have the opportunity to raise all or part of this fee by selling designated products. The total fee – either by fundraisers, payments or combination – is due by the end of the first semester period each school year.

**15. Additional Fees that do not apply to all students and/or families:**

Late Tuition Fee: A \$35 late charge per month is added to all late payments.

Parking Fee: Parking decals can be purchased for \$35.00.

Advanced Placement, Dual Enrollment, and Credit Flex Courses require payment for tests, or tuition, or textbooks, or fees/materials required by the institution.

Returned Checks: \$30.00 charge will be assessed for any check or debit that is returned to us from the bank for insufficient funds.

Schedule Changes: Schedule changes typically are not approved. However, changes may be made if deemed absolutely necessary by the administration.

Textbook Fines: The following fines will be charged for damages made to loaned textbooks and library books.

- |  |                            |
|--|----------------------------|
| - torn out pages: replacement cost     | - writing in books: \$5.00 |
| - badly damaged book: replacement cost | - torn pages: \$5.00       |

- lost books: replacement cost

- damaged cover/binding: \$10.00

- lost books found by the school: \$10.00

Transcript Fees: first is free; additional transcripts are \$5 each; \$5 for graduates

Lost Locks: \$5.00

Athletic Fee: \$125 for each HS sport played with a cap of \$500; \$75 for each JH sport played

Damage to School Property/Technology: according to estimates

### **Parent Service Hours required of Catholic Central JH/HS Families**

In addition to payment of tuition, parents are required to do 20 hours of approved service for the school, regardless of the number of students in the school. Hours will be tracked and will be charged at a service fee of \$20 for each hour that is not served. Hours must be completed by May 6, 2016.

### **ATTENDANCE POLICY**

Regular attendance is essential for success at Catholic Central High School. Class time missed cannot be replicated. Missing school should be kept to a minimum; so all appointments should be made after or before school, not during school if possible. **Parental cooperation is essential to ensure that student absences and tardies are kept to a minimum.** It is the responsibility of the student and parents to ensure that consistent attendance at school is maintained throughout the school year. The school will communicate with the student's family regarding excessive absences, and may collaborate with the student's family to develop an alternative plan that will satisfy the expected daily attendance of CCHS students.

#### **Absence Defined**

An absence is defined as missing more than **half** of a class period; there are seven class periods and a lunch period each school day (this policy includes adjusted school day class schedules). Absences will be measured in **quarter** school days (two periods). Absences (excused or unexcused) are recorded in the official attendance records and on the student's permanent record.

#### **Excused Absence**

The principal determines excused and unexcused absences. Excused absences must have a note submitted within **three** days of the student returning to school. Excused absences include medically excused absences, funerals, legal reasons or any other absence deemed excused by the assistant principal.

#### **Unexcused Absences**

When a student returns from any absence, a note is required (the note may be provided by a parent, doctor, college, funeral card, judge or other legal source). Unexcused absences occur when a note is not provided within **three** days or if the absence is not within the school's permitted absences.

**When a student is to be absent for any part of the day, it is the parent's responsibility to notify the school by 9:00 AM. Please call 328-7455.**

#### **Consequences of Excessive Absences**

- Since class attendance and participation are vital to academic achievement, a student who is absent more than **twenty** total days in a year (excused or unexcused) risks losing credit for the year in all classes.

#### **Absences and Make-up Work**

It is the student's responsibility to contact the teacher, obtain the assignment, and reschedule quizzes and tests. Using the RenWeb service and/or emailing the teacher best accomplish this. For excused absences, you will have the same amount of days to make-up work, as you were absent. Exceptions to this include long-term projects deadlines or previously announced tests.

### **Absences and Special Circumstances**

Excused permission for a foreseen absence of special circumstances must be presented in writing by a parent and approved by the principal at least two weeks prior to the absence. The principal will determine if the circumstances warrant an excused or unexcused absence. Parents are encouraged to avoid unnecessary vacations or trips during the school year. Funerals and medical emergencies constitute special circumstances.

### **Appointment Procedures**

Students leaving the school for any reason must advise the Main Office of that fact upon their arrival at school by presenting a parental note, and obtain an early dismissal slip at that time. This slip serves as a pass, must be shown to the teacher of the class the student is leaving, and must be turned into the Main Office prior to leaving the building. Students must sign-out of school if leaving early.

### **Leaving School Without Permission**

A student who leaves school without permission for any reason and for any length of time is considered truant and may be given detention, suspension, or expulsion. He/She may also be reported to the legal authorities.

### **Tardy Policy**

A student can be counted as tardy to school and tardy to class. The typical school day begins at 7:45 AM. Students arriving to campus after 7:45 AM are considered tardy and must sign in at the front office. Students arriving to campus or to the classroom after the start of class will be counted as tardy to class.

### **Truancy**

Truancy, as defined in Ohio revised Code, addresses unexcused absences. Charges may be filed against student who has chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

Students who are Chronic or Habitually Truant may be required to withdraw from Catholic Central.

## **STUDENT ATTIRE and UNIFORM EXPECTATIONS**

Each of us should realize that a person’s day begins with proper attire. At Catholic Central Schools, the school day attire is a uniform. The uniform helps unify our students and also provides an immediate sign of who we are – Catholic Central. In its daily wearing, the uniform causes us to be mindful of self-control, respect of self, respect of learning, a sense of belonging, and part of a tradition of excellence. Therefore, these student attire and uniform expectations are set forth:

### **Regular Daily Uniform Expectations – Male Students**

All uniforms must fit properly. Tight or oversized items are not to be worn. Anything considered disruptive/detracting from learning is prohibited.

**Uniform slacks** (navy or khaki) only the approved uniform company logo or with no logo. Slacks should have no noticeable difference from the uniform company style. A belt must be worn at the waistline; pants may not sag; pants may not be rolled-up toward the knees; pants may not be denim, corduroys, “skinny”, or “cargo style”. They must be “Dockers style” pants.

**Uniform shorts** (navy or khaki) only with the approved uniform company logo or with no logo. No more than 2” above the top of the kneecap and not longer than mid-kneecap. Shorts may not be rolled-up; shorts may not be denim or corduroys or “cargo style”. They must be “Dockers style” shorts. Belts must be worn. Shorts may only be worn during **Warm Weather Attire** time.

**Oxford shirts** (white or light blue) with button down collar or well starched and pressed collar. Shirts must be tucked in at all times – not rolled under. Only a plain white t-shirt may be worn underneath the oxford shirt; undershirts may not have visible writing.

**Ties** (neck or bow) must be worn correctly from November 1 to March 31 and any other designated days. Tie design must be in compliance with all school guidelines.

**Sweaters, sweatshirts, and pullover zip-tops** (white, blue, forest green or black) Approved uniform apparel purchased from the uniform company or Spirit Shop (including, sweaters, sweatshirts and pullover zip-tops) may be worn. No other “hoodies”, pullovers, coats, sweaters, sweatshirts, scarves, or any other cold weather item may be worn. Sports sweatshirts, even those made in the Spirit Shop, may not be worn on normal uniform days. Ties are to be worn under any sweater, sweatshirt or pullover zip-top. Gloves may not be worn.

**Socks** must be worn.

**Shoes** must cover the front, top, sides, and/or heel of the foot. Shoes worn should promote safety and be appropriate for school. Crocs, soccer sandals, and flip-flops are **not** permitted.

**Body piercings** and tattoos are not permitted.

**Hairstyles** may not be extreme. Hair must not fall below the eyebrows, the earlobes, and top of the collar. Hair must be natural color.

**Facial Hair** is not permitted; men must be clean-shaven.

**Headgear** (hats) is not permitted. Distractive hair bands, etc., are prohibited.

### **Regular Daily Uniform Expectations – Female Students**

All uniforms must fit appropriately. Tight or oversized items are not to be worn. Anything considered disruptive/detracting from learning is prohibited.

**Uniform skirts** must be worn. Skirts must be properly hemmed and no more than 3” above the top of the kneecap. Skirts are not to be rolled at the top. No pins or other “decorative additions” to the skirts are allowed.

**Uniform slacks** (navy blue or khaki) only with the approved uniform company logo or with no logo may be worn. Slacks should have no noticeable difference from the uniform company style. Slacks must be worn at the waistline; slacks may not sag; may not be rolled-up toward the knees; may not be denim or corduroys, Capri, “skinny”, or “cargo style”. They must be “Dockers style” pants.

**Uniform shorts** (navy or khaki) only with the approved uniform company logo or no logo. May be no more than 2” above the top of the kneecap and not longer than mid-kneecap. Shorts may not be rolled-up; shorts may not be denim or corduroys or “cargo style”. They must be “Dockers style” shorts.

**Oxford blouses** with buttoned down collar in white or light blue may be worn. Only a plain white t-shirt may be worn underneath with no visible writing. Only the top button may be unbuttoned on the oxford shirt. The shirt must be tucked in at all times - not rolled under.

**Sweaters, sweatshirts, and pullover zip-tops** (white, blue, forest green or black) Approved uniform apparel purchased from the uniform company or Spirit Shop (including, sweaters, sweatshirts and pullover zip-tops) may be worn. No other “hoodies”, pullovers, coats, sweaters, sweatshirts, scarves, or any other cold weather item may be worn. Sports sweatshirts, even those made in the Spirit Shop, may not be worn on normal uniform days. Gloves may not be worn.

**Socks or Tights** must be worn. Tights may be navy blue, forest green, or white. Leggings (navy

blue, forest green, white) of ankle length may be worn.

**Shoes** are to promote safety, be appropriate, and must cover the front, top, sides, and heel of the foot. Crocs worn with socks are allowed. Crocs, soccer sandals, flip-flops, clogs, open-toed shoes, or high heels are not permitted.

**Earrings** are permitted but may not dangle and must be the size of a quarter or less. Other body piercings or tattoos are not permitted.

**Hairstyles** may not be extreme. Hair colors must be of a natural color.

**Cosmetics** may not be extreme or distracting if used.

**Headgear** (hats) is not permitted. Distractive headbands, etc., are prohibited.

**Gym Clothes (Men and Women)** The standard attire for physical education class includes solid color shorts which are no shorter than 2" above the kneecap and no longer than mid-kneecap, t-shirts with sleeves, solid color sweatpants, or solid color sweatshirts. Catholic Central spirit wear is preferable.

**Warm Weather Option** (for men and women) from the beginning of the school year through October 31st and from April 1<sup>st</sup> to the end of the school year; the students may wear navy and khaki walking shorts (with uniform company logo or no logo) and white golf shirts with school logo. The regular oxford shirt/blouse may also be worn with uniform walking shorts. Belts are to be worn with walking shorts; pants may not sag.

**Spirit Days** include jeans (with no frayed or open holes) or better pants, or school uniform shorts, and a school jersey, shirt or sweatshirt that prominently displays Catholic Central pride. Sweaters, sweatshirts or coats may not cover your Catholic Central shirt. The privilege of spirit day attire may be lost as a consequence for student behavior.

**Out-of-uniform day attire** entrusts students to make appropriate decisions regarding a wide range of what to wear to school. The expectation is conservative, modest, and compliant with usual uniform guidelines for hair, shirts, blouses, shorts, skirts, slacks, footwear, tattoos, earrings, and no reference to inappropriate topics.

**If a student is in violation of the uniform expectations, a parent or guardian will be called to bring proper attire when necessary.**

**The assistant principal and/or the principal are the final determiners of the appropriateness of any clothing worn to school.**

## HEALTH AND SAFETY

The health and safety of our students is of utmost importance throughout each school day. Catholic Central works to maintain a healthy and safe environment.

**Emergency Procedures** must be strictly adhered to anytime they are used.

*Emergency Lockdown Drills* will be announced over the P.A. system. Teachers will shut and lock all classroom doors and continue on with normal class procedure. Teachers will listen for further instructions that may follow. No students are allowed outside the classroom.

*Fire Drills* are required by law. When the alarm is sounded, students should leave quickly, in an orderly fashion, in silence, and by the route posted in their classroom. The classroom windows, door, and any outside doors should be closed as students leave the area. Turn off the lights.

*Rapid Dismissal Drills* will be held at regular intervals as required by law. When the alarm is



sounded, students are required to take their belongings and leave the building as quickly as possible, as if they were not returning for the day, but they should not leave the property.

*Tornado Drills* are required by law. When the alarm is sounded, students are directed to prearranged areas of the building, according to directions posted in each classroom.

**Illness:** Any student who is ill is to report to teacher or to the office. The nurse will examine a student who is ill (basic first aid procedures). In an emergency (or other necessary reason), the parents will be contacted. An ill student may leave the school with the knowledge and consent of a parent and an administrator. A parent/guardian may be required to pick-up an ill student.

**Medications:** When it is necessary for a student to take medication at school, the office must have received the signed Medication Form (Ohio Law S.B. 262). The medication must be in the container in which it was purchased, with an affixed label that includes the student's name, the name of the medication, and the dosage information. Without these, no medication can be given. No student may carry any medication in school except for epi-pens, inhalers, diabetes supplies, including insulin and glucagon. Any exceptions require the permission of the principal or vice-principal). Students in possession of any unauthorized prescription medication are subject to disciplinary action.

**Intervention:** It is our policy to intervene in a caring and supportive manner whenever a student's behavior causes concern. Students are encouraged to meet with the counselor if they believe it to be necessary. Students may be referred to the guidance counselor by anyone who is concerned about a student's behavior. When necessary, parents or other intervention agencies will be contacted.

**Pregnancy:** Based upon the principle of Christian charity, kindness and understanding that is the spirit of Christianity and out of consideration for the unborn, a student who becomes pregnant will be permitted to remain in school and complete the requirements for graduation.

## ACADEMIC POLICIES

As much as it is possible, it is the responsibility of the school to prepare students for their academic and professional futures. To this end, the following recommendations are introduced:

1. All students who attend Catholic Central High School are considered to be preparing for attendance at post-secondary education schools. It is imperative that students develop a four-year academic plan (grades 9-12) in anticipation of possible post-secondary education opportunities. Parents should take an active role in the scheduling process to assist the student with this academic plan.
2. Students may not have more than one study hall in any grading period.
3. Students may not "audit" courses. All courses on the schedule must be taken for credit.
4. Normally students are not permitted to drop a class. Dislike of the teacher or meeting time of the class does not constitute a valid reason for dropping classes. Any student, who believes a sufficient reason for dropping a class exists, must be able to reschedule into another class. Once initiated, the petition to withdraw from a class must include signatures of the parent or guardian, instructor, counselor and principal. A \$25.00 fee may be charged for schedule changes after the creation of the Master Schedule. All schedule changes must be consistent with the academic goals and plans of the student.

### Grading

Grading is necessary to gauge the effort and understanding of the students. Teachers will use a variety of assessments to ensure that students can apply knowledge learned in the classroom. These assessments may include homework, tests, quizzes, class projects, participation, or any other method of assessment deemed necessary by the teacher. All parents have the responsibility

to monitor student progress using the RenWeb system, and to work with the teacher to assist in student learning. Interim reports are sent midway through each quarter to the parents of any student who has less than a 78 % average in the class. Please sign and return interim reports to the teacher within a week of receipt. Parents are encouraged to contact the particular teacher via email or phone to discuss a student’s progress. However, the student is responsible for their learning, and must work to their potential to achieve future success. Parents and students must understand that it is possible to have a 78% or better average at interim report time and still fail a class.

### **Grade Point Value and GPA Calculation**

A percentage grade is recorded for each quarter, semester exam, semester, and yearly grade. Each quarter grade is 40% of the semester average, and each semester exam grade is 20% of the semester average. The yearly grade is an average of the two semester grades. A semester course is assigned an average using the method above (40%+40%+20%=Avg.). Credit is assigned at the end of the academic year. Semester courses will receive .5 credits, and academic year classes will receive 1 credit. These credits will be assigned to the student’s transcript at the end of the academic year.

The following grade and point scale is used at Catholic Central High School:

Letter Grade	Percentage Grade	Point Value	Weighted Pt. Value
A+	98-100	4.33	5.33
A	95-97	4.00	5.00
A-	93-94	3.67	4.67
B+	91-92	3.33	4.33
B	87-90	3.00	4.00
B-	85-86	2.67	3.67
C+	83-84	2.33	3.33
C	80-82	2.00	3.00
C-	78-79	1.67	2.67
D+	76-77	1.33	2.33
D	71-75	1.00	2.00
D-	70	.67	1.67
F	Below 70	0.00	0.00

Any student failing a required class must make up the class in summer school. Any class not taken at CCHS must have prior approval of the Administration. It is the responsibility of the student and parents to make sure that Catholic Central receives an official record of such work.

The Weighted Point Value is used for all Advanced Placement (AP) courses and the University of Dayton (UD) Religion Course. All other courses will use the Point Value. A student’s Grade Point Average (GPA) is calculated using the Percentage Grade to find the appropriate Point Value or Weighted Point Value for the course. The Point Value is then multiplied by the credit earned in the

course. These values are then added together and then divided by the earned credits. Below is an example of calculating a GPA:

<b>Class</b>	<b>Grade</b>	<b>PVxCredit</b>	<b>Value</b>
English	93%	3.67 x 1	3.67
Art	97%	4.00 x .5	2.00
Study Hall	Pass	No Credit	No Credit
Math	87%	3.00 x 1	3.00
AP History	91%	4.33 x 1	4.33
Science	95%	4.00 x 1	4.00
Foreign Lang.	88%	3.00 x 1	3.00
Religion	96%	<u>4.00 x 1</u>	<u>4.00</u>
		6.50 credits	24.00

**GPA Calculation - 24.00/6.50 credits = 3.69 GPA**

### **Graduation Requirements**

Students must earn 26 credits (on campus) to graduate from Catholic Central High School. Students who do not complete the requirements for graduation will not participate in the graduation ceremony.

- 4 credits in Religion (one credit for each year of attendance)
- 4 credits in English
- 3 credits in Social Studies
- 3 credits in Science
- 3 credits in Mathematics (4 credits for the class of 2014 and beyond)
- ½ credit in Physical Education (please see Physical Education Waiver)
- ½ credit in Health
- 1 credit in Fine Arts
- 7 credits in electives.

A student must complete all 120 assigned student service hours to graduate from Catholic Central. Students who are required to pass the Ohio Graduation Test must do so as a graduation requirement.

### **Honor Roll**

Students who achieve a composite of 4.000 or better with no grade below **93%** will be placed on the "Honor Roll of Distinction". Students who achieve a composite point average of 3.667 or better with no grade below **87%** will be placed on the "A" Honor Roll for that marking period. Students who achieve a composite point average of 3.00 with no grade less than **83%** will be placed on the "B" Honor Roll for that grading period.

### **National Honor Society**

Students must have a cumulative grade point average of 3.50 in order to be eligible for consideration for membership to N.H.S. Additionally, potential members must meet high standards of leadership, service, and character. The faculty evaluates members of the sophomore, junior, and senior classes for membership each spring. Leadership is based on the student's participation in two or more community activities or election to an office. To meet the service requirement, the student should demonstrate service that goes beyond the 30 hours required by the school. Character is measured in terms of integrity, behavior, ethics, and cooperation with

both students and faculty.

### **Class Rank**

A student's class rank, required by most colleges and universities, is determined at the end of each school year by his/her grade point average. The salutatorian and valedictorian are determined using the three quarters of grades of the senior year, together with those of the preceding years. The Salutatorian and Valedictorian are normally determined on the basis of class rank (Salutatorian 2<sup>nd</sup>; Valedictorian 1<sup>st</sup>). A student must be enrolled for **five** consecutive quarters at Catholic Central to be eligible for academic awards at graduation.

### **Academic Honesty**

To ensure that the opportunity for excellence exists for every student, cheating will not be tolerated. Cheating is defined as any attempt to receive academic credit for work done by someone else, and includes:

- Looking at another student's test or quiz paper or electronic transmission of tests/quizzes.
- Copying another's work (including plagiarism) on any assignment
- Turning in any work written or prepared by another (proper citation of sources).
- Using a book, notebook, notes, "cheat sheet" or other means on a test or quiz
- Enabling others to cheat is also cheating. This includes spreading information to students who have not yet taken a test or quiz.

When cheating has occurred, the materials will be confiscated, and a grade of zero will be assigned. The teacher will notify the parents and assistant principal of the cheating incident. The student will receive disciplinary consequences appropriate to and depending on the severity and any pattern of cheating. In addition to receiving a grade of zero, the consequences for cheating may include detention, suspension, or expulsion.

### **Academic Probation**

A student who fails **two** or more classes for the quarter will be placed on Academic Probation for the next quarter. The student will also be ineligible to participate in athletics, other extra-curricular activities, and co-curricular activities that occur after school.

### **Testing**

Standardized test scores are often used to help determine a student's placement at an appropriately challenging level of course difficulty. It is important that CCHS students take seriously all tests administered. Sophomores will take the PLAN test and Ohio Graduation Test (OGT); juniors are required to take the Preliminary Scholastic Assessment Test (PSAT). Students can become eligible for scholarships through taking the PSAT. The SAT I, SAT II, and ACT are offered at various sites in the Springfield Community. Information and registration materials for these tests are available in the Guidance Department.

### **Winter Term**

Winter Term occurs during the month of January, offering students two three-hour class periods. Each Winter Term course earns 0.5 Carnegie Unit credits (except PE which earns 0.25 credits). Most students fulfill the state requirement for fine art, PE, health, and elective courses during Winter Term. Attendance during Winter Term is vitally important since one day's absence would be equivalent to 3+ regular school day class periods during a regular school day. A student ordinarily should not have more than two absences during Winter Term.

### **Advanced Placement Courses**

Admission to Advanced Placement courses is by application. Students are to meet with the AP course teacher and then get an AP course application from the guidance counselor. All students enrolled in an AP course will take the first semester exam. All students enrolled in an AP course will take the AP exam. Taking the AP test does not exempt a student from the final exam in that course (the teacher may count the AP exam as the final exam and use the average of the third and

fourth quarter grades as the final exam grade). The point values for AP course grades are weighted. See the guidance counselor for additional information about AP courses.

### **Post-Secondary Enrollment and Dual Enrollment Options**

High school students may enroll in courses at local colleges/universities for dual high school and college credit. Admission is restricted by requirements of the individual colleges. Although every effort is made to accommodate schedules, no student may drop a Catholic Central academic class to enroll in these courses. There is an enrollment period allowed by the Ohio Department of Education; students must complete the application and PSEO course enrollment procedures within the identified enrollment period. Students must meet with the guidance counselor when completing the PSEO enrollment process. Units of credit will be counted toward graduation but grades are not included in the student's cumulative grade point average. PSEO courses are not weighted.

### **Transcripts**

An official transcript from CCHS contains:

- Personal family information such as address, parents, etc.
- A complete list of all academic work beginning with freshman year, including summer school work taken at any other school, and Post-Secondary Options courses.
- Score reports of any standardized tests taken in high school.
- Record of attendance and tardiness.
- Record of co-curricular activities and awards.

Transcripts are sent on request. Seniors may receive one free transcript sent to one college and one free final transcript. (\$5.00 fee for each additional) No charge is made for transcripts sent for scholarships. For each transcript requested after graduation, there is a \$5.00 fee to be paid at the time of the request. Transcripts and diplomas will not be issued until all bills are paid.

### **The C.A.R.D.**

Central Achievers Rewarded for Dedication (The C.A.R.D.) serves as an incentive for students to strive toward excellence academically (GPA criteria); as a leader (attendance and CCHS co- and/or extracurricular participation); and in citizenship (behavior). To qualify, a student must be enrolled full time at Catholic Central High School for a minimum of one complete semester. All criteria are based on the previous semester only.

The C.A.R.D. requirements for the levels of excellence are as follows:

- Gold Card - 3.75 grade average; 5 or fewer excused absences; no unexcused absences; 2 or fewer tardies; 2 or fewer instances of uniform violations; no unexcused absences, after-school detentions, or suspensions.. If a student fails to qualify for this Card due to one stipulation, they receive a Silver Card.
- Silver Card - 3.25 grade average; 5 or fewer excused absences; 4 or fewer tardies; 2 or fewer instances of uniform violations; no unexcused absences, after-school detentions, or suspensions. If a student fails to qualify for this Card due to one stipulation, they receive a Green Card.
- Green Card - 2.75 grade average; 5 or fewer excused absences; 5 or fewer tardies; 2 or fewer instances of uniform violations; no unexcused absences, and after-school detentions.

Cardholders may receive various incentives throughout the year.

### **Senior Exemptions**

During the second semester, seniors can be exempt from final exams if they have met the following criteria:

- Maintain a 93% average for the class, including the 4<sup>th</sup> quarter and 1<sup>st</sup> semester exam. This is calculated as follows:

$$(Q1 \times 2) + (Q2 \times 2) + (\text{Sem. Exam}) + (Q3 \times 2) + (Q4 \times 2) + (Q3 + Q4) / 2 / 10 = \text{Average}$$

- The grade for the 4<sup>th</sup> quarter must be an A (93% or higher).

*(The exempted exam grade is calculated as the average of the 3<sup>rd</sup> and 4<sup>th</sup> quarters.)*

### **College Visits, College Representative On-Site Presentations, and Education Enrichment Family Field Trip Guidelines**

Pre-Registration in the counselor's office and principal approval is required to participate in these programs.

College Campus Visits: Students must obtain a pre-registration/approval form from the counselor, get parent/guardian signature of the form, and return it to the counselor no fewer than two days prior to a college campus visit.

- All visits are at the discretion of the administration.
- Seniors are excused for **two** college visits and juniors are excused for 1 college visit.
- An excused absence is granted when the student brings verification of the college visit to the counselor (letterhead signed by the college official).
- College visits may not be taken on a Friday or Monday, the last day of a quarter, during exams, during Winter term, or the last day before or after a break.
- College visits may not be taken after May 1<sup>st</sup>.

College Representative On-Site Presentations: Students must sign-up in the counselor's office no less than 2 days prior to the representative's presentation.

- Students must register in the counselor's office prior to a college representative visit to the Catholic Central campus.

### **CAMPUS MINISTRY**

The Campus Ministry Program works closely with the Religion Department and the Service Ministry program to offer students various opportunities outside of the classroom to grow in their religious faith and practice. The Campus Minister supervises the Campus Ministry Team in planning for all school liturgies, retreats, formal and informal prayer opportunities for students and staff and for training students in liturgical ministries and peer ministry.

All students in grades 9 through 12 may apply to become a Peer Minister. Peer Ministers must be willing to publicly live out their religious faith through adherence to the Church's moral teachings and regular attendance at Mass or Sunday worship. They must be willing to deepen their own relationship with God as they help their classmates to deepen theirs. Peer Ministers at Catholic Central lead retreats, function as liturgical ministers at Mass and other worship services and assist in the planning and leading of various types of prayer and worship experiences.

Any Peer Minister who is Catholic and has been confirmed may be trained as a Eucharistic Minister.

Any Peer Minister may be trained to lector at Mass.

All students may join Liturgical Choir.

Junior and Senior Peer Ministers may apply to become retreat leaders. Retreat leaders help to plan and lead the 9<sup>th</sup> and 10<sup>th</sup> grade retreats. In their junior year, Peer Ministers may apply to become a Kairos leader during their senior year. All retreat Leaders are required to attend a training program during the fall. Retreat Leaders will also be required to attend planning meetings over their lunch periods or outside of school hours for the specific retreats they are

leading.

Retreat leaders, because of their public role as Christian leaders, must commit to trying to live a life in accordance to Christian teachings. To do otherwise would be seen as hypocritical when standing before a group of their peers and talking to them about how to follow Jesus in their own life. Therefore, if in the opinion of the Campus Minister and the assistant principal, a retreat leader would be unable to effectively lead a retreat because of a discipline or lifestyle issue, he/she may be required to step away from the role.

Being a retreat leader, especially a Kairos leader, involves a great deal of work outside of school. Although the retreats are a very important part of a Catholic Central student's experience, the bottom line is the fact that the students are here first and foremost to receive an education. Retreat leaders whose grades drop below passing in two or more classes will be asked to step away from a retreat to focus on their academics. Retreat leaders who are on Academic Probation will not be allowed to lead any retreats until their probation is lifted.

### **RETREAT PROGRAM**

Retreats help us to get away from the business of our daily lives and routines and become closer to God and to one another.

All Catholic Central students, including those who attend CTC, are required to take part in a school-sponsored retreat each year they are registered at Catholic Central.

\* All 9<sup>th</sup> and 10<sup>th</sup> grade students will attend a daylong retreat, which will begin at 8:00 and end by 3:00.

\* All Juniors will attend an overnight retreat at Bergamo Center in Dayton.

\* All Seniors (and those Juniors chosen to lead as Seniors) will attend a Kairos retreat at a diocesan approved Spiritual Renewal Center

The cost of the retreat program is included in the tuition payment.

All students must attend their class retreat. Students who miss their retreat because of illness or family emergency must meet with the Campus Minister to schedule an approved make-up retreat. The school reserves the right to require students who refuse to participate in their class retreat to withdraw from Catholic Central.

### **SERVICE PROGRAM**

Christian service comes in many forms at Catholic Central. Some forms involve every student, such as the annual spring All-School Service Day and individual service hours, while others are open to students with a special interest in service such as the Winter term Service Ministry class and service organizations like Key Club. The Service Ministry students' mission statement sums up our intentions:

*God has given so much. Now it's our turn to give back.*

*We are Catholic Central*

*Striving to follow in the footsteps of Christ.*

### **Service Hours & Individual Student Requirements**

1. Each year, every student must complete a minimum of 30 hours of service to parishes or other non-profit community organizations sometime during the summer and/or school year.

2. Students must devote at least 20 hours in one project ("Long Term Service Project") that benefits a non-profit community organization or a parish.
3. Students may complete all 30 hours in one project, or do the remaining 10 hours in a variety of projects
4. Students must fill out a Service Project Proposal and have it approved by a religion teacher before beginning a Long Term Project. Proposal forms are available in the main office. After a student's proposal has been approved, students should use a Long Term Service Project Evaluation form / Log Sheet to keep track of their hours.
5. For any short-term projects, students should obtain a Short Term Service Project evaluation form from the main office, which should be completed by the student and signed by the project's adult supervisor.

#### **Service and Religion Grades:**

1. Each quarter, the religion teachers and service coordinator will review the service forms and written reflection for each student.
  - a. Properly completed service forms and written reflections will earn a student 10% of the religion grade for each quarter.
2. A student who does not complete the required service by the last day of classes will automatically receive a 70% for the year and be required to perform the necessary hours of service during the summer months. A student must complete all 120 assigned student service hours to graduate from Catholic Central.

### **EXPECTATIONS OF STUDENT BEHAVIOR**

In the spirit of Christianity, students who chose to attend Catholic Central High School also choose to abide by greater expectations of behavior in their lives. As Christ taught us in the most basic of His behavioral expectations "Love one another as you would love yourself." It is with this premise that the following expectations for student conduct are set forth:

1. General School Expectations: any and all guidelines of expectations set forth in the Student/Parent Handbook (enrollment, attendance, academics, co-curricular & extra-curricular activities, etc.) will be enforced consistently by the faculty, the assistant principal and the principal.
  - a. The faculty, assistant principal, and principal will maintain documentation regarding student behavior.
  - b. The principal's decision will be final in all school related matters.
2. Teachers' Classroom Expectations: teachers will establish classroom policies and expectations within the framework of school policies. Catholic Central believes the proper way to resolve any teacher/student issues are to meet with the teacher first.
  - a. Teachers will maintain documentation regarding student behavior.
3. Student Self-Discipline Expectations: students will respect themselves and others at all times. Students will meet with their most immediate supervisor at school (teacher, staff member, club advisor, coach, etc.) to resolve school related issues.
  - a. Students are encouraged to meet with school supervisors to resolve school related situations (academic, behavioral, etc.).
4. Parent Support of School Decisions: parents are asked to first talk with their student to resolve school related situations, then, contact the school supervisor, then, if necessary, contact the assistant principal or principal.
  - a. A basic Catholic Central philosophy is developing a healthy relationship of communication between students and parents when nurturing a student's life-pattern of self-discipline.
  - b. Parents who determine the necessity of contacting a school supervisor or the



principal are expected to remain calm throughout the meeting process. When a mutual agreement is not possible regarding a school decision, parents are asked to courteously be supportive of school decisions.

5. **School Intervention and Consequences:** the principal, assistant principal, faculty, staff, club advisors, coaches, etc., of Catholic Central will seek positive intervention strategies when working to help students develop a lifelong pattern of self-discipline. Strategies for intervention will vary from one situation to another, but will always accentuate the positive aspects of a given situation. Strategies for consequences will include (but not be limited to) the following:
  - a. Teacher interaction with students is vital to achieving student self-discipline. Students are expected to respectfully conform to teacher directives at all times. Teacher consequences typically are a verbal reprimand, a teacher assigned detention, or an office referral.
  - b. The assistant principal assigned consequences will be in addition to teacher assigned consequences (students will serve both consequences). Students referred to the office may receive a verbal reprimand, detention, or isolated student study,
  - c. Consequences defined:
    - **Detention:** a student will report to Rm. 154 from 2:45 p.m.- 3:15 p.m. This time will be in complete silence and spent completing work assigned.
    - **Isolated Student Study (ISS):** a student will do written schoolwork in the office space set aside for ISS.
    -

**The principal will only impose the most serious consequences of out-of-school suspension or expulsion after all other attempts at correction have failed.**

- **Out-of-School Suspension (OSS):** a student suspended out of school is not allowed to attend any Catholic Central HS activity (the student is not allowed on school property) during the out of-school suspension.
- **Expulsion:** a student is permanently removed from attendance at Catholic Central HS.

**THE DECISION OF THE PRINCIPAL IN ANY AND ALL DISCIPLINARY MATTERS IS FINAL.**

The following are examples of behaviors not tolerated at Catholic Central High School:

- a. Disobeying a teacher's classroom expectations; disrupting school functions;
- b. Uniform violations;
- c. Repeated misuse of hallway pass or having no pass;
- d. Repeated instances of the following: gum chewing; food or drink in unauthorized areas; littering school property;
- e. Possession/use of personal electronic devices during instructional activities without proper permission;
- f. Parking lot violations;
- g. Inappropriate display of affection on school property;
- h. Obscene language/gestures;
- i. Skipping class, school, or homeroom (or a portion of these);
- j. Destruction of school property/defacing school property;
- k. Academic dishonesty. (See also Academic Policies.);
- l. Forging a signature on any note or other school related document;
- m. Disrespect, insubordination, or other similar misbehavior;
- n. Use or possession of tobacco products/materials on school premises;

- o. Acts of aggression (bullying, harassing, hazing, threatening, intimidating, fighting or other such misbehaviors);
- p. Leaving the school building or school grounds without permission;
- q. Misuse of computers or violation of Acceptable Use Policy for Technology;
- r. Any violation of the Catholic Central Chemical Use Policy;
- s. Theft;
- t. Any other infraction deemed serious by the administration.

## **DANCES**

The expectations of students and consequences for disregarding the expectations do apply at school dances. The following are some other rules that apply:

1. Any student (or student guest) in attendance to school dances may be asked to submit to a blood alcohol breath test. If the result is positive the student's parents/guardian will be called and the student will be penalized according to the Chemical Use Policy.
2. Students must arrive by 8:00pm (except Prom, when they must arrive by the time stated on the prom ticket for dinner) and may not leave earlier than 10:30pm.
3. Student guests to Catholic Central school dances (must be 20 yrs. old or younger) may be asked to present a picture I.D.; student guests must sign-in when entering the dance. No student in junior high is permitted to attend any of the dances.
4. Once students enter the dance, they may not leave or go to the parking lot without an adult escort. The parents/guardian of students (or guests) who leave the dance earlier than 10:30pm may be called.
5. Attire of students and guests must be modest and in good taste.
6. Chaperones will determine appropriate or inappropriate dancing.
7. Freshmen and sophomores may attend the Homecoming and Sadie Hawkins dances.
8. Juniors and seniors may attend all dances.

## **DATING VIOLENCE PREVENTION**

Dating is a normal part of progression to adulthood. Students must be aware of the dangers inherent in any romantic or potentially romantic relationship. Violence of any sort is not acceptable. This is especially true when students date. Any violence or threatened violence (verbal, physical, mental or sexual) should be reported to both a parent and a school staff member.

## **OFF-CAMPUS BEHAVIOR**

Although the school cannot be responsible for students' conduct outside of school, students should remember that they are responsible for the good name of CCHS. Students whose off-campus behaviors are detrimental to the reputation of the school and/or seriously violate the teachings of the Catholic Church are subject to disciplinary action.

## **FIELD TRIP POLICY**

A student must turn in a completed field trip permission form that is signed by the parent/guardian in order to participate with a field trip. The completed and signed form must be turned in prior to the day of the field trip date. Certain fees paid for the field trip may not be refundable if the student does not participate in the trip. Dress for field trips must be uniform or better. Parent drivers or busses must be used for out-of-county field trips. Field trips are a privilege, not a right.

### **Privilege not a right**

**Field trips are privileges afforded to students; no student has an absolute right to a field trip. A student can be denied participation if he/she fails to meet academic or behavioral**

## **requirements.**

### **BULLYING and/or HARASSMENT**

Our Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, bullying and/or harassment of any kind—based on race, gender, religious belief, nationality, disability or sexual orientation—is prohibited. Bullying and/or harassment are unsolicited, offensive behavior. It may be verbal (teasing, jokes, insults, innuendo, propositions, or threats) or non-verbal (gestures, touching, assault, or the visual display of materials). Any bullying and/or harassing behavior should be reported to the nearest adult immediately. The complaint will be investigated and appropriate action will be taken (as related to the "Bullying in Schools" booklet guidelines and developed by the school administration); disciplinary action is an option.

### **LOCKERS AND LOCKS**

All students are assigned a locker. Only a school issued lock may be used on school lockers. Students should lock their locker. Students who leave their locker unlocked (or personal items unattended) do so at their own peril. The school is not responsible for the loss of items, nor will the school's insurance cover replacement costs. Student lockers will be cleaned periodically throughout the school year and before leaving for summer vacation. Nothing may be permanently affixed to locker surfaces. Lockers are the property of the school and may be inspected by the administration at any time. Replacement locks may be purchased for \$5.00.

### **PARKING LOT**

Any students in grades 10, 11, 12 who wish to park in the school's parking lot will be required to complete an information form and purchase a parking pass for \$35.00 (the \$35 is used to help maintain the parking area). Parking spaces will be available prior to the start of school, and will be assigned on a first-come-first served basis. Parking privileges will be revoked for irresponsible student behavior.

### **VISITORS**

In accordance with section 2917.211 of the Ohio Revised Code, any visitor to CCHS must report to the Main Office, sign in and receive a visitor's pass. Students who wish to have a visitor must seek permission at least two days in advance with the office of Enrollment Office. Permission for such a visitor is left to the discretion of the administration. A visitor must present an approval letter for the visitation from the principal of their present school and parents. Prospective students should make arrangements to shadow in the Enrollment Office.

Visiting and shadowing students will abide by all school expectations. They will not be expected to wear a uniform, but visiting students will dress conservatively and modestly. Visiting and shadowing students will remain with their host student.

## **CATHOLIC CENTRAL HIGH SCHOOL POLICY FOR RANDOM DRUG TESTING**

### **STATEMENT OF NEED AND PURPOSE**

Catholic Central School continually works to find ways to ensure a healthy lifestyle for our students/children. Recognizing that the use of alcohol and illicit drugs by students is a national problem, Catholic Central School reserves the right to implement and utilize a program of deterrence as a proactive approach to create a truly safe and drug free school. Catholic Central students are held to a higher standard, and are looked upon as role models to their fellow students and community. Students using illegal drugs pose a threat to their own health and safety, as well as their fellow students. The purpose of

this program is fourfold: (1) to provide for the health and safety of all Catholic Central students; (2) to limit the effects of peer pressure by providing Catholic Central students a legitimate reason to refuse the use of illegal drugs; (3) to encourage students who use drugs to participate in drug treatment programs; and (4) prevent the impact that drug and alcohol use has on the learning centers of the adolescent brain, allowing our students to achieve their full academic potential. The program is designed as a preventative tool that creates a safe, drug-free environment.

### **CONFIDENTIALITY**

The results of any drug test conducted pursuant to this policy are considered confidential and disclosed only to the student and his or her parents/legal guardians, and school administration (CEO/Principal, Assistant Principal, and Athletic Director). The results from drug testing will be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within these procedures and are not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for prosecution of the student unless required by law or a lawfully issued subpoena or court order.

### **REASONABLE SUSPICION TESTING**

If a student's behavior causes personnel to have reasonable suspicion of the use of alcohol, drugs, or other dangerous substances, the student will be required to submit to a drug test. Parents will be notified that the test has been administered. Indicators producing reasonable suspicion include, but are not limited to, speech; odor; excessive discipline problems; excessive absences; decline in grades; and/or other signs of being under the influence of alcohol, drugs or other dangerous substances. Refusal to submit to a test based on reasonable suspicion is grounds for expulsion.

### **RETENTION OF RECORDS**

All positive drug tests shall be cumulative over the student's Catholic Central career. All testing records will be kept in a separate confidential file for one (1) year after the participating student turns 18 years-old or one (1) year after graduation, whichever is later.

### **EXPENSES**

Any random drug testing required throughout the course of the school year will be at the expense of the school system. However, should a student's drug test return a positive result, any mandatory follow-up drug testing will be at the expense of the parent/ guardian/custodian or student.

### **NON-PUNITIVE NATURE OF POLICY**

Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Catholic Central School Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Catholic Central School Administration, to the extent permitted by such subpoena or legal process.

### **ILLICIT OR BANNED SUBSTANCES**

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Catholic Central School Students:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	

Catholic Central High School recognizes that substance abuse is a serious problem confronting teens today. In an effort to prevent student use of alcohol and drugs, we need commitment from all concerned, especially parents. Students are expected to not use, consume, or possess tobacco, alcohol, prescription drugs, or illegal drugs at any time. Behavior on and off campus that is not reflective of the values and mission of Catholic Central may lead to disciplinary action.

**Alcohol Use, Drugs, Narcotics and related Paraphernalia :** A student shall not possess (includes but not limited to purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, intoxicant, solvent, gas, or mood-altering chemical, drug of abuse, or any counterfeit controlled substance of any kind. Also, a student shall not possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make an instrument used for drug use or abuse, or paraphernalia (includes but is not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc).

**Prescription Drug** is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and prescription label is presented to the school office personnel. Such medication shall be kept in the security of the school personnel and dispensed according to the directives on the Medication Form submitted to the Main Office, (Ohio School Law 9.54.1).

**Under the influence** is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

## **CO-CURRICULAR ACTIVITIES and EXTRACURRICULAR ACTIVITIES**

All Catholic Central HS students are encouraged to participate in co-curricular and extracurricular activities. Co-curricular activities include field trips, peer ministry, service ministry, National Honor Society, Key Club, Math Warriors, foreign language clubs, science clubs, fine arts clubs, social studies clubs, intramurals, and other activities directly related to curriculum course offering. Extra-curricular activities include all interscholastic sports offered at Catholic Central [Fall - Cheerleading, Cross Country, Football, Golf (Boys/Girls), Soccer (Boys/Girls), Tennis (Girls), and Volleyball; Winter -Basketball (Boys/Girls), Bowling (Boys/Girls), Cheerleading, Swimming (Boys/Girls), Wrestling; Spring -Baseball, Softball, Tennis (Boys), and Track (Boys/Girls), JH Golf (Boys/Girls)]. Additional extracurricular activities include Student Council, SADD Club, chess club, dances, and others not directly related to usual curriculum course offerings.

**Co- and Extracurricular Activities: Attendance** - Students who participate in co- curricular and extracurricular activities will abide by the usual Catholic Central attendance expectations as well as the following:

- When an absence is parent excused, students must arrive at school by 8:00am and finish the school day to participate in a co- and/or extracurricular activity.
- When an absence is medically excused, students must be in school for more than half of a school day to participate in a co- and/or extracurricular activity.

### **Co- and Extracurricular Activities: Academics**

Participation in co-curricular activities and extracurricular activities is a privilege extended to all students. Participation in clubs, athletics, dances, etc., is a great way to solidify the sense of belonging to the Catholic Central family of alumni, current students, and others who are associated with Catholic Central. Everyone shares the pride, determination, character, and spirit of our students who contribute beyond the regular school day. For these reasons, students who participate in co-curricular and extracurricular activities are held to additional expectations for eligibility to participate in the activities. To be eligible for participation in co-curricular and extracurricular activities, a student must pass at least **five** Carnegie Units and not fail more than one course during a nine-week grading period. Participation may also be denied to students who fall behind in the completion of instructional activities during a nine-week grading period.

Winter Term eligibility guidelines for co-and extracurricular activities are clarified as follows:

- a student who is not passing **five** Carnegie Units at the end of the first quarter or who fails more than one course during the first quarter will remain ineligible to participate in competition for the second quarter and through the first week of Winter Term when the second quarter grades are posted.
- a student who is not passing **five** Carnegie Units at the end of the second quarter or who fails more than one course during the second quarter will become ineligible to participate in competition for Winter Term and the third quarter when second quarter grades are posted during the first week of Winter Term.

### **Co- and Extracurricular Activities: Conduct**

The same standards of conduct that apply to in-school behavior are expected and demanded for **all** co-curricular activities. Parents and students assume the same legal responsibility and liability in an "off-campus" activity as they do when on school property. A student currently enrolled in Catholic Central is permitted to participate in/try out for any co- and/or extracurricular activity, provided they meet behavioral and academic eligibility requirements. Students who are not in good standing for conduct or academics may be limited to or denied participation in any co-curricular or extracurricular activity.

### **Co- and Extracurricular Activities: Participation Probation**

Students who do not meet the expectations of academics (including homework), attendance (including excessive absences), and conduct (at school or away from school) may be placed on a probationary status for participation in a co- and/or extracurricular activity. A student who is placed specifically on Academic Probation may not participate in a co-curricular or extracurricular activity. A student may resume participation in co- or extracurricular activities when Academic Probation is lifted. Only the principal may place a student on Participation Probation.

If, at interim, students are passing all of their classes they may return to participation in co- and extracurricular activities, but must continue to attend Academic Probation Study Hall as required. Academic Probation Study Halls take precedence over practice, performances, and competition. Students who have a co- or extracurricular activity must attend an assigned Academic Probation Study Hall.

**Additional Requirements for Athletic Extracurricular Activities** - Catholic Central High School is affiliated with the Ohio Heritage Conference. The rules and regulations of this Conference and of the Ohio High School Athletic Association shall govern the eligibility of the athlete as well as the policies of Catholic Central High School (see 01-15AA Information Bulletin at [www.ohsaa.org](http://www.ohsaa.org)). Some of those policies are (a) Parental permission is required; (b) A physical is required *before* playing a sport; (c) Once a student starts a sport they may not leave that sport to for another sport in the same season unless both coaches, the athletic director, principal, and parents all concur in writing. The participation fee must be paid prior to the first competition.

**Expectations of Student Council** The entire student body belongs to the Student Council. A student must be a junior to run for Student Council President or Vice-President. A student may be a sophomore and run for Student Council Secretary or Treasurer.

In order for a student to run for a Class or Student Council leadership position a student must:

- have a minimum of 2.33 GPA
  - have achieved appropriate grade level status
  - have a clean discipline record
  - have no failing grades during the present school year
- A student leader who becomes a discipline issue during the year of office may lose his/her position. A student officer who has not properly performed the duties of his/her office during the year of holding a leadership position may not run for a leadership position for the next school year. A student running for office must have a nomination form properly filled and turned in on time.

### **CHILD ABUSE POLICY**

All suspected instances of child abuse or neglect shall be reported to the principal who shall report to a designated governmental agency for investigation and action as may be appropriate. (Ohio School Law 9.55.1). The Archdiocese of Cincinnati issued a "Decree On Child Protection" effective March 31, 1993. In addition to the response under civil statutes, Catholic Central High School, as an archdiocesan institution, follows the policies and procedures outlined in the Decree. Child is a reality in our society, but it will not be tolerated in the Church or any institution or program sponsored by the Church. The Decree provides procedures for a pastoral response should incidents occur and establishes policies aimed at preventing child abuse. Five points outlined for prevention are:

1. A child may receive scheduled, individual instruction or counseling from a volunteer only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. At least two adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined through corporal punishment or corrected with abusive language.
5. A volunteer must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit the adult's home.

Consequently, written parent permission is needed for a student to participate in any sport or activity, this permission slip is to be returned to the coach or moderator before the first practice/activity.

### **ACCEPTABLE USE of TECHNOLOGY POLICY**

All students and their parents must sign a yearly Acceptable Use of Technology Policy agreement before students will be permitted to use the school computers. The school may take disciplinary action against any person who violates the Acceptable Use of Technology Policy. The Catholic Central 311/HS Acceptable Use of Technology Policy is also applicable when students are permitted to use their personal electronic devices for curricular, co-curricular, and extracurricular school related activities. Disciplinary action will be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off of school property, using school or personal computers. There is no expectation of privacy.

In addition, any of the following may result in removal of a student's technology privileges for part or all a school year and/or other consequences:

- A. Vandalism in any form involving system hardware, electronic data, software and/or media; malicious or intentional destruction of data or systems (viruses, etc.); or tampering or incorrectly configuring system settings. Students/parents will incur any cost for repair or

replacement.

- B. Inappropriate use of school computer systems including illegal use of computer hardware, software, and data, violating Acceptable Use of Technology Policy from the Archdiocese of Cincinnati Catholic Schools Office, computer lab rules, copyright guidelines, and any other inappropriate or unauthorized use of technology during school related instructional activities.
- C. Unauthorized use of Catholic Central 31-1/HS (or personal) technology devices (or systems) including use of technology without permission, accessing systems from home, using school computers for non-curricular activities (including but not limited to facebook, my space, you tube, etc).
- D. Violations of password or other security measures for both school and personal technology devices and systems.
- E. Loading software into school computers. Illegal activities involving school or personal technology devices or systems will not be tolerated. There is no expectation of privacy.
- F. In order to save any information from school computers, students must purchase their own personal "jump" or "flash" drive. Students may not save information on the school computers.
- G. Any other expectation stated in the Catholic Central 31-I/HS and/or the Archdiocese of Cincinnati Acceptable Use of Technology Policy will be considered as a standard of use of school or personal technology devices and systems. The student and parent signatures on the Acceptable Use of Technology Policy acknowledgement form indicates agreement to all terms of school and personal technology devices and systems related to school use.
- H. Cell phones are normally not to be used during the school day. Teachers may request that a student(s) use a cell phone during a class for research purposes only. If students have a cell phone in school, it is to be turned-off and kept in their pockets, book bags or lockers. Students displaying a cell phone in violation of the policy will be subject to disciplinary action. It will be confiscated if used during the academic time of a school day and taken to the assistant principal. A parent/guardian must come to the office to reclaim the cell phone.
- I. Repeated disregard for the acceptable use of technology policy could result in a student being banned from using any technology device while at school.

### **LIBRARY/TECHNOLOGY RESOURCE CENTER**

- The library/information resource center is open from 7:30 a.m. to 3:00 p.m. during the school week. The library is to be used for study, research and reference work, Students who have study halls may use the library after receiving permission from the study seminar moderator.
- Books may be checked out for two (2) weeks and renewed for one (1) week.
- Magazines, except current issues, may be checked out overnight. They must be returned the following morning.
- Reserved materials and reference books may not be taken from the library without the permission of the librarian.
- All materials must be returned to the library on or before due dates. A fine will be assessed for library materials not returned by the expected date.
- All materials must be returned to the library two (2) weeks before the end of the school year. Materials not returned will be considered lost and will be assessed a fine in the amount necessary to replace the lost materials.
- INFOhio contains the most accurate and most up-to-date sources of research information and general information that is available to high school students, The INFOhio website is accessible for use on all Internet connected sources (computers, 'phones, itouches, etc). The



INFOhio's Core Collection of Electronic Resources username and password are:

- Username: learn Password: infohio
- Students are encouraged to use only INFOhio for all information - especially school-related (English, history, math, religion, science, etc.).

### **RIGHT TO AMEND**

The administration retains the right to amend the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

### **PARENT'S AGREEMENT TO ABIDE BY HANDBOOK PROVISIONS**

In enrolling one's child in Catholic Central High School, a parent or guardian agrees to abide and be bound by the provisions of the CCHS Handbook for the 2015-16 school year.